

## **TennCare Eligibility Appeals Administrator**

### **Job Description:**

The Bureau of TennCare is seeking an Appeals Administrator in the TennCare Eligibility Appeals organization within the Division of Member Services. This position is a direct report to the TennCare Member Services Deputy Director. This position will be indirectly supervising up to 110 staff and directly supervising up to 5 staff. The composition of these staff collectively includes administrative assistants, legal assistants, attorneys and director level program management. The Eligibility Appeals Administrator will oversee the administration of the eligibility appeals process to result in flawless application of TennCare/CoverKids policy and procedures while using data collected to improve front end eligibility determination. Using all resources available, the Eligibility Appeals Administrator will make sound decisions and execute actions necessary to fulfill objectives that support TennCare's mission and vision.

Lastly, this position will develop effective relationships and strong communication across all units within the Member Services Division, the Office of General Counsel, and all external stakeholders. Doing so will ensure collaboration and mutual understanding of matters affecting service delivery and policy implementation.

### **Qualifications:**

- Bachelor's Degree
- Juris Doctor
- Minimum of five years management/supervision experience in either state government, healthcare or eligibility related field
- License to practice law in Tennessee
- Ability to foster and maintain cohesive working relationships
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required
- Ability to interpret and execute public policy

### **Job Location:**

Nashville, Tennessee

**How to Apply:** Qualified candidates should send their resumes along with a cover letter to [Michelle.Nulty@tn.gov](mailto:Michelle.Nulty@tn.gov) before August 4, 2017